

# ARGONNE NATIONAL LABORATORY

## HIGH ENERGY PHYSICS DIVISION

# AWA

## ARGONNE WAKEFIELD ACCELERATOR

### SAFETY CHARTER

Approved:

HEP-AWA Group Rep:

  
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Date: 3/19/07

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Date: 3/19/07

## **High Energy Physics Division**

### **SAFETY CHARTER** (Revised May 1991)

#### **Summary**

The High Energy Physics Division places great emphasis upon establishing and maintaining a safe working environment for the activities associated with its program of research. The Division holds safety to be a line responsibility from the division director to the individual employee, and expects its members to be knowledgeable of safe practices and to employ them on a day-to-day basis. To provide the information and training needed by Division employees and to maintain the needed level of knowledge, the Division maintains a staff of knowledgeable safety officers. The activities of the various safety committees and safety officers whose functions are described below are an essential part of the HEP Division's safety program.

#### **Policy**

It is the policy of the High Energy Physics Division (HEPD) that each employee's activities (as well as the activities of others) in facilities for which the HEPD has primary responsibility shall be conducted in a manner such that all necessary measures are taken to protect the health and safety of employees and members of the public, and to minimize accidental damage to property. Division personnel shall comply with relevant health, nuclear safety, radiological safety, chemical hygiene, conventional safety, and fire protection regulations, as well as requirements of Argonne National Laboratory as defined in the ANL Policy and Practice Guide and the ANL Health and Safety Manual. Experiments under construction or in operation at other research institutions shall be governed by the safety policies of both that institution and of Argonne National Laboratory, with the strictest interpretation applying.

#### **Responsibilities**

Safety within the Division is a line responsibility, extending from the Division Director to the project leaders, supervisory personnel, and all employees. Line managers must conduct operations in such a manner as to reduce to as low as reasonably achievable (ALARA) all safety risks or threats. Operations shall not proceed that are believed to be unsafe. Responsibility for safety is inherent in the delegation of responsibility to an individual for an activity, whether it be a long-term project or a short-term operation. This responsibility includes:

1. The safe operation of an experimental program, construction or fabrication project, and individual tasks related thereto.
2. The safe conduct of personnel working under their direction.
3. The safety of all persons subject to potential hazards from the work being performed.

Any accident resulting in injury to personnel, or an incident which might have caused injury, must be promptly reported to the Division Safety Coordinator who will determine if the event requires a subsequent report. For all accidents with injuries, the established Argonne ESH form is to be completed by the supervisor of the person or persons involved in order to determine the cause of the accident and to develop procedures to prevent its recurrence.

### **HEPD Environment, Safety, and Health Administrator**

The HEPD Environment, Safety, and Health Administrator is appointed by the Division Director to oversee and coordinate divisional programs in these areas.

### **HEPD Safety Coordinator**

The HEPD Safety Coordinator (DSC) is appointed by the Division Director, and has the authority and responsibility for the coordination of the division safety program. The DSC's responsibilities include chairmanship of the HEPD Safety Committee, membership on the Building 362 Safety Coordination Committee, and acting as liaison person to the ANL ESH Division for information on general safety matters and for coordination with that office on safety matters requiring special attention or corrective action. He is also responsible for the scheduling of appropriate safety training of HEPD employees, and for maintaining the training records.

### **HEPD Environmental Compliance Representative**

The HEPD Environmental Compliance Representative (ECR) is appointed by the Division Director to monitor environmental compliance within the Division. The ECR has the responsibility to insure that proper training in environmental matters is provided to HEPD personnel, and that required environmental controls are in place. The ECR also acts as liaison person to the ANL ESH Division for matters involving environmental compliance.

### **HEPD Chemical Hygiene Officer**

The HEPD Chemical Hygiene Officer (CHO) is appointed by the Division Director to provide technical guidance in implementation of the HEP Division Chemical Hygiene Plan.

### **HEPD Waste Management Representative**

The HEPD Waste Management Representative (WMR) is appointed by the Division Director to provide coordination and communication within the Division on radioactive, hazardous, and other wastes. The WMR consults with the ECR on environmental aspects of waste management, and acts as liaison person to the ANL ESH Division on waste management matters.

## **HEPD Safety Committee**

The HEPD Safety Committee is a standing committee with members appointed by the Division Director. It is chaired by the Division Safety Coordinator. The HEP Division Environmental Compliance Representative, Chemical Hygiene Officer, Waste Management Representative, and ES&H Administrator are ex officio members, together with invited representatives of the ES&H Department, and of the Building 362 Area Emergency Team.

### **A. Safety Committee Responsibilities**

The HEPD Safety Committee formulates divisional safety policies and recommends their adoption by division management. The committee conducts regular reviews and inspections of ongoing HEPD activities. Quarterly meetings will be held to consider safety matters of general concern, assign inspection tasks, discuss findings of previous inspections, and assign responsibility for corrective actions. Special meetings may be called as necessary. Meeting and inspection schedules and locations are established by the chairman.

### **B. Safety Committee Authority**

The HEPD Safety Committee is authorized to conduct any inspections and reviews it deems necessary to insure safe working environments in HEP offices, laboratories, and experiments, and to bring safety hazards and potential hazards to the attention of the appropriate responsible individuals in order to directly resolve such matters. Any member of the HEPD Safety Committee has the authority to stop, on discovery, any activity deemed to present a clear and present safety hazard that could result in personnel injury. Safety issues of large magnitude and those not promptly resolved shall be directly referred to the division management for action.

### **C. Safety Committee Reporting**

The HEP Safety Committee will make written reports to division management on its meetings and inspections, and on the resolution of action items identified in its inspections. It will function in an advisory capacity to project leaders to help maximize the safety of their projects.

### **D. Safety Committee Documentation**

Written memos, minutes, and correspondence are required to document all significant safety-related actions. Files of all safety-related correspondence will be maintained by the safety committee chairman and by the division office.

## **HEPD New Facilities Review Committee**

The HEPD New Facilities Review Committee is an ad hoc committee appointed by the Division Director to review the safety analyses of new HEPD projects above a certain size and scale of activity. The members, the majority of who are not involved with the project management, will be chosen for their special knowledge and expertise. Prior to the start of project operations the New Facilities Review Committee will give to division